



Personal Health Assessment Process

Step 1: Schedule your screening appointment

Location	Date	Time
Lawrence University – Appleton	9-25-19	6:30 am – 10:30am
Lawrence University – Appleton	9-26-19	6:30 am – 10:30am
Lawrence University – Appleton	9-27-19	6:30 am – 10:30am
Lawrence University – Appleton	9-30-19	6:30 am – 10:30am
Lawrence University – Appleton	10-3-19	6:30 am – 10:30am
Lawrence University – Appleton	10-4-19	6:30 am – 10:30am
Lawrence University – Appleton	10-7-19	6:30 am – 10:30am
Lawrence University – Bjorklunden	10-7-19	7:30 am – 9:30 am

1. Go to <https://www.thedacare.org/pha> (Site works best using Chrome for browser)
2. Select **Lawrence University** from list.
3. Click on the location you would like.
4. Select the date & time (Tip: if you hover over the time more appointment times will appear)
5. Confirm your appointment. In “**Reason for visit**” box, enter “PHA”.
6. Click “schedule it”.
 - If you have a ‘My ThedaCare’ account, you can log in to schedule your appointment. You will not be required to provide the demographic information listed step 7.
 - If you do not, choose the “Continue as a Guest” option.
7. Enter your demographic information.
 - Please enter your legal first, middle initial, and last name. If you do not have a middle initial, enter “N/A”.
 - Date of birth, should be entered using MM/DD/YYYY format.
 - Enter contact phone number. If you only have one contact number, please enter this number for both home phone and mobile phone.
8. Complete the security CAPTCHA.
9. Click “schedule it”.
10. You are finished. A confirmation will be sent to the email address you entered.

If you need to schedule by phone, reschedule or cancel your appointment, please call 920-738-6521 or (toll-free) 888-553-5370. It is very important that you cancel an appointment that you cannot attend so that the timeslot is made available to other employees.

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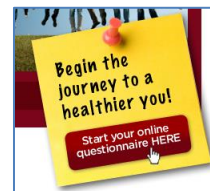
Step 2: Preparing for your screening appointment.

- Do not eat or drink anything (*except water*) at least 8 hours before screening.
- **Water is encouraged**; it is good to be well hydrated for your blood draw appointment.
- Consult your physician or pharmacist if you have questions about fasting or your medications.

Step 3: Complete your PHA questionnaire online 5 business days AFTER you have completed the Biometric Screening, allowing time for labs to process.

To do the questionnaire, go to www.thedacarepha.net (this is a different website from where appointments are scheduled)

1. Click **Start Your Online Questionnaire HERE**, located in the yellow box. →
2. Must Enter Access code: **hbv4mdcv**
The access code is case sensitive.
3. Enter the required account information. Click **Proceed to Registration**.
Please use your legal first and last names.
4. New users will need to enter a login, email and password. Repeat users simply enter new password.
5. Choose the most current lab date shown and click **Go**.
6. Click **Begin your Questionnaire**. Complete all questions. Click **Submit**.
7. **Click on 'Online Report' or 'Printable Report'** to view your PHA results. You can also print the **1-Page Summary** of your results to share with your Primary Care Provider.



If you experience any difficulties using the thedacarepha.net website, please click the “Contact Us” link (located on the top right toolbar of the website) and you will be contacted by a representative within 24 hours to help resolve your issue. You will not lose any data you have entered.